Thank you for choosing the Gallagher Student Center’s digital signage to market your event. Please review the following guidelines before submitting a request:

- Digital signage is primarily intended for promoting events and programs for Xavier University students. Messages must focus on students.
- No submissions are accepted for meeting or organizational reminders, or requests to join a group or receive applications. The screens are not used to promote the sale or trade of any items.
- The GSC reviews all submissions, and has the right to approve or deny any submission. The GSC may refuse submissions based on content, language, pictures, images or references to alcohol.
- Messages may not conflict with the mission of Xavier University or the GSC department.
- Content cannot represent any of the following:
  1. Vulgarity or sexually suggestive language or images
  2. The use of alcohol or illegal substances
  3. Racial/ethnic/gender or religious insensitivity through any language or images
  4. Violence
- All submissions must be made to the GSC department using the My XU portal at least 5 business days in advance. Failure to give proper time to post the announcement may result in the posting not being displayed.
- All student-group announcements must be approved by the group’s advisor.
- All announcements display based on space availability and will be accepted on a first-come-first-served basis.
- Announcements are displayed for no more than seven days and will be taken down after seven days or after the event has taken place, whichever comes first.
- All announcements must be formatted using the template posted on the submission form.
- All posted submissions display on all digital signs in the GSC.
- The GSC will not design or edit announcements. Announcements that meet the stated guidelines will be posted as submitted. The GSC will not correct spelling, grammar or formatting errors.
- No submissions or files will be saved by the GSC.
- All other GSC and University policies apply.

For more information, please contact the GSC staff at the following:

Walk ins-GSC Suite 100 Phone-513-745-3201